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| Job Title | Credential Evaluator |
| Type | Full-time |
| Location | Chicago (Loop) |
| Salary | \$40,000 - \$45,000 |
| Start Date | September 1, 2017 or until filled |
| Duties & Responsibilities | <ul style="list-style-type: none"> • Researching non-US educational credentials and programs • Analyzing and interpreting data to prepare accurate assessments of educational documents in terms of their equivalency to the US system of education • Communicating with prospective students or employees via email, telephone and in person to review evaluation report inquiries and follow-up • Communicating with on-shore and off-shore institutions, ministries of education and various educational organizations and authorities |
| Minimum Education & Experience | <ul style="list-style-type: none"> • Excellent verbal and written skills, acute attention to detail, excellent research skills, personal energy and enthusiasm • An interest in international education, and the ability to interact effectively and patiently with individuals who are not native speakers of English • Two years of experience working in undergraduate, graduate, or transfer admissions at a regionally accredited institution • International admissions experience is desirable • A minimum of a US Bachelor's degree, or equivalent, is a requirement for employment as an evaluator • Flexibility to adjust to dynamic work flows |
| Physical Demands & Working Environment | <ul style="list-style-type: none"> • May require travel, estimated less than 10% seasonally • Ability to work for extended and continued periods at a workstation • May be required to work beyond office hours |
| Salary & Benefits | <ul style="list-style-type: none"> • Salary range is \$40,000-\$45,000 per annum with excellent growth potential; higher salary start will be considered based on previous credential evaluation or university admissions experience • We offer a comprehensive and generous benefit package |
| Submit Cover Letter & Resume | Email: hr@edperspective.org |

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